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	•	CONFI	DENTIAL		
			•		
				A. M	
				8 March 1954	
MEN	ORANDUM FOR:	DIRECTOR OF CENT	TRAL INTELLIGE	NCE	
VIA	1:	Deputy Director/	'Intelligence		
FRO	DM:	Assistant Direct	or, Collection	n & Dissemination	
SUE	BJECT:	CIA Classificati	on Control Pr	ogram	
1.	PROBLEM:				
	with Executi	ve Order 10501, ceating in OCD a p	n the Securit	gency-wide complia y of Classified Do propriate level to	cu-
2.	FACTS BEARIN	G ON THE PROBLEM:			
a.	Government d		to be respons	gency of the Feder ible for the imple Order.	
ъ.			d to appoint	or the program on an individual to t icer.	
c.	Officer ad i	nterim; while con	tinuing, conc	A Classification Currently, to perfo	rm <u>his</u>
3.	DISCUSSION:				
a.	designate an to (1) coord department or ing and oried defense informations in the componity of the coordinate of the	experienced persinate and supervir agency under the ntation programs rmation and to im	son, as Classi se the activi se Order, (2) for employees spress each em vigilance an	eral department or fication Control O ties applicable to to maintain active concerned with cl ployee with his in d care in complyin	fficer, their train- assified dividual g with

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- b. The volume of classified material handled by CIA, and the sensitivity of the Agency to any criticism of its security controls, make it essential that the post of Classification Control Officer be established as a full-time job, and that the person appointed to this post be one who possesses (1) detailed knowledge of the Agency and of its document problems, plus (2) first-hand knowledge and experience of the Security Office of CIA.
- c. The post of Top Secret Control Officer carries with it duties and responsibilities which are closely comparable to those of the Classification Control Officer. It is feasible to combine the two functions in a single position, which should be established at grade GS-15 in order that it may be held by an officer of wide knowledge, experience, general maturity, and good judgment.

4. ACTION RECOMMENDED:

It is recommended that OCD's T/O be increased by one position, assigned from the Director's reserve, for the purpose of achieving effective implementation of the Executive Order. The position to be set at grade GS-15, subordinate to the Executive/CD, and carry with it the dual responsibility of CIA Classification Control Officer and CIA Top Secret Control Officer.

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	James M. Andrews	237
CONCURRENCE:		
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Director of Security		
ACTION BY APPROVING AUTHORITY:		
APPROVED:	Deputy Director/Intelligence	
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APR 15 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

THRU

: Comptroller

SUBJECT

: Establishment of New Position of CIA Classification Control Officer, OCD

The proposal of the AD/CD to establish the new position of CIA Classification Control Officer, GS-15, has been reviewed from a classification standpoint and determined to be properly allocable to the GS-14 level. Verbal concurrence of the Executive, OCD, has been secured on the GS-14 allocation.

Harrison G. Reynolds
Assistant Director for Personnel

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STANDARD FORM NO. 64

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Office Memorandum • United States Government

TO

Acting Management Officer

Office of the Comptroller

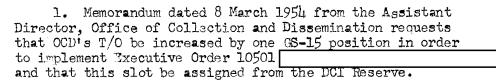
DATE: 31 March 1954

FROM:

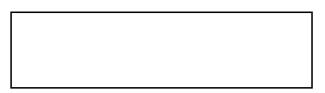
Chief, Budget Division

SUBJECT:

CIA Classification Control Program



- 2. This Office has no objection to the increase of this one position to the current OCD T/O and any funds required for fiscal year 1954 will be so small it can be readily absorbed within budgeted funds for OCD.
- 3. If this is approved fiscal year 1955 funds can be made available by adjustment of the allowances of OCD.





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